

Application

**City of Portland
Façade Improvement Grant/Match Program**

Date: _____

1. APPLICANT INFORMATION

Applicant Name _____

Mailing Address _____

Phone Number _____ Email address _____

Please Check One:

- Applicant is the business owner on the proposed project ____.
- Applicant is the building owner on the proposed project ____.
- Applicant is both business and building owner on the proposed project ____.

2. PROJECT INFORMATION

Proposed Project: Storefront Improvement ____ New Sign ____ New Awning ____

Project Address: _____

Brief Project Description: _____

Customers

Describe the customer base served by the storefront you want to improve with Façade Program grant funds? _____

Please check the one that best applies. Most of your customers/clients (over 50%) live
in the neighborhood ____
elsewhere in Portland ____
throughout the region or beyond ____.

Applications must be received by 3:00 p.m., on Friday, December 16, 2016

Budget

- Grant Amount Requested \$ _____
- Applicant Match \$ _____ (This must be equal to or greater than the grant request.)
- Total Estimated Cost of Project (grant request + applicant match) \$ _____

3. APPLICATION ATTACHMENTS

Please submit the following information with this application:

- 1) Full description of the project;
- 2) Explanation of the specific storefront improvements that you want to restore, rehabilitate, modify or replace with the grant and your match funds;
- 3) Close up photograph of the storefront in its current condition, and a second photo of the entire building façade, including the buildings on both sides of it. You are welcome to include additional photos, if you wish.
- 4) A preliminary sketch of the proposed improvements, if possible, but not required with the application;
- 5) Description of the private investment source that will be used to match or exceed the grant request. (For example, applicant has all cash on hand or has \$ _____ in cash on hand, but will also need a commercial loan from a bank or the City of \$ _____ to make up the difference.)

4. LANDLORD INFORMATION (if Applicant is a Tenant).

Landlord’s Full Name: _____

Landlord’s Mailing Address: _____

Landlord’s Phone Number: _____ Email Address: _____

Landlord Acknowledgement:

I am the landlord of the building noted in this project application and my address and phone number is noted correctly in this document. I have been informed of the Applicant’s intention to perform improvements described in this application, and I hereby authorize the tenant to make the proposed improvements and to apply for a grant to help cover the cost.

Landlord’s Signature

Date

Provide completed application with attachments by 3:00 PM on Friday, December 16, 2016 via email to nrh@portlandmaine.gov or deliver hard copy to Nelle Hanig, Economic Development Department, City Hall, 389 Congress Street, Room 308, Portland, ME 04101.

Contact Nelle at 756-8019 or nrh@portlandmaine.gov with any questions. Thank you for submitting an application for Portland’s Façade Improvement Grant/Match Program.